

PROJECT STAFF

Microfilming of the OCR/ER dossiers continues.

Projects 4-83, 4-96, 5-59, 5-68

No change from previous report.

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Mr. [REDACTED] was notified and he said he will prepare a letter authorizing the withdrawal.

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Completed design of Limited Pass Control Card; coordinated through Office of Security, Forms Management (number assigned, 1059), Machine Records Division; and forwarded the requisition to Logistics. Delivery of the cards will be made in approximately 60 days.

Completed review of VM control documents (Form 620, VM Transfer Slip, Availability Register, and Disposal Schedule) to determine practicability of establishing a control of VM scheduled for disposal. Study disclosed 89.9% were of the category where disposal authority was not authorized, 9.43% no disposition was indicated, and .67% had established disposition authority. Determined volume was such that it did not present a problem and could be handled manually. Made additional recommendations to standardize the terminology used and reduction of unnecessary work methods to improve the operational efficiency at the repository.

Drafted instructions to conduct pilot test to determine practicability of window envelopes as a possibility to eliminate destruction of numerous envelopes through use of a format that will serve not only as a receipt but as an address. This test is a part of the current study being made with respect to the courier receipt and logging procedures.

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General Information, (cont'd)

I attended a demonstration of Steel Case, Inc. with other members of the committee formed to recommend furniture standards for the new building.

COORDINATION OF THE

Project outline requesting money for the construction of the Records Center expansion has been completed with the exception of obtaining the signature of the Comptroller.

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